



City of Seat Pleasant

Finance Department

A CITY OF EXCELLENCE SMART CITY

“Seat Pleasant offers Smart City Services that is better, faster and personalized making it a City for me using information and communication technology, with the internet of things”. Summarize significant department progress for the reporting period that is indicative of providing services that are better, faster and personalized.

Department: Finance

Date of Report 8-31-2018

Reporting Period 8-01-2018 to 8-31-2018

- 1. With the use of the NetSuite Accounting System the Finance Department electronically verified and processed 280 purchase orders during the month of June. Out of the 280 purchase orders 125 payments were sent out as checks. Out of those 125 checks 9 were Red Light camera checks, 17 were Speed Camera checks, and 99 were General Fund checks. Out of the 280 purchase orders entered 39 were paid via online ACH payment or Wire Transfer. 4 came out of the Red Light Camera Account, 4 came out of the Speed Camera account, while 31 came out of the General Fund account. To ensure faster payments, the Finance office is always looking for new ways to get money out to our vendors.**
- 2. The Finance department is 95% done with digital signature. After a few tweaks to the design we should be able to have the ability to print digital signatures on checks starting next month. This will help decrease the time it takes to process checks as there will no longer be a need to hunt down signers. This will also help the Finance department in cutting checks for emergency situations.**
- 3. The Finance department is also happy to announce that the audit is nearing completion. After talking to the auditors, we have finally been able to move forward and should have the audit ready to be presented in the near future.**

Revenue

Revenue Center #	Revenue Center Name	Amount
4000	Real Estate Revenue	\$ 8,745.52
4010	Interest on Late Payment of Real Estate	\$ 2.46
4030	Personal Property Taxes	\$ 64,291.70
4035	Personal Property Taxes - CGS Funding	\$ 23,378.80
4050	MD State Income Tax	\$ 32,488.62
4060	Highway User Tax	\$ 5,803.48
4116	Vacant Lot Registration	\$ 75.00
4120	Vehicle Releases	\$ 4,050.00
4130	Parking Citations	\$ 1,474.55
4150	Offender Based Funding - Speed Camera	\$ 53,523.05
4155	Offender Based Funding - Red Light Camera	\$ 66,800.47
4156	Prior Year Collections - Red Light Camera	\$ 2,175.38
4157	Prior Year Collections - Speed Camera	\$ 3,964.74
4160	Business License	\$ 175.00
4170	Single Family Rental Licenses	\$ 100.00
4200	County Business License	\$ 19.01
4220	County Bus Shelter Revenues	\$ 1,302.50
4240	Franchise Fees - Verizon	\$ 17,542.71
4250	Interest - CDs & Investments	\$ 4,826.56
4255	Interest - Checking Account	\$ 44.70
4270	Goodwin Park Events Rentals	\$ 100.00
4310	Copies/Faxes/Other Misc	\$ 860.85
4311	Police/Accident/Incident Reports	\$ 160.00
4313	Public Works Landscaping	\$ 1,326.50
	Total	\$293,231.60

Expenditures

Cost Center #	Cost Center Name	Amount
5260	Contractual Services	\$ 17,329.09
5350	Postage	\$ 444.13
5380	Copier Contract	\$ 1,495.00
5440	Utilities	\$ 1,352.50
5610	Netsuite Yearly License Fee	\$ 5,500.04
	Total	\$ 26,120.76